

**2022 TRIENNIAL REVIEW  
HOW TO JOIN ZOOM WEBINARS**

**DEPARTMENT OF HEALTH  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN WATER BRANCH  
PEARL CITY, HAWAII  
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## **I. OVERVIEW OF ZOOM WEBINARS**

Zoom is the most widely used web conferencing platform. Zoom offers two types of conference to accommodate regular and large groups of attendees. Zoom Meetings can accommodate up to 300 attendees and Zoom Webinars up to 1,000 attendees. It is possible to join Zoom Meetings and Zoom Webinars by using either a computer or a phone.

Due to the COVID pandemic, the Department of Health, Clean Water Branch (CWB) has decided to hold virtual public hearings. In order to accommodate a large number of attendees, the CWB is scheduling Zoom Webinars. For each Zoom Webinar, the CWB is requiring attendees to complete a brief registration form. Attendees can register before or after the start of a Zoom Webinar. The CWB is using the registration information to email updates and reminders to attendees.

**Attendees can use [this link](#) to register for the 2022 triennial review of state surface water quality standards.**

## II. JOIN BY COMPUTER

It is possible to join Zoom Webinars by using a computer. It is recommended to use a computer that is equipped with speakers (or headphones). If a computer is not equipped with speakers (or headphones), it is recommended to use a phone to listen to Zoom Webinars. To avoid audio feedback, do not listen to Zoom Webinars by using both the speakers of a computer and a phone at the same time. It is also recommended to use a phone to participate in Zoom Webinars when a computer is not equipped with a microphone. It is not necessary to use a computer that is equipped with speakers (or headphones), a microphone, and a camera to join Zoom Webinars.

When using a computer to join Zoom Webinars, Zoom automatically downloads the Zoom Client. It is not necessary to install the Zoom Client to join Zoom Webinars. It is recommended to skip the installation of the Zoom Client and to join Zoom Webinars from a web browser such as Microsoft Edge or Mozilla Firefox.

Figure 1 through Figure 14 show the steps to join Zoom Webinars by computer. Note that the steps to join Zoom Webinars by computer are slightly different for attendees who register before or after the start of a Zoom Webinar.

Attendees who register before the start of a Zoom Webinar are called “early attendees”. Early attendees join a Zoom Webinar by clicking the “Join Webinar” button in the “My Webinar Confirmation” email message that they received from Zoom (see Figure 1 and Figure 2). Early attendees skip the registration steps shown in Figure 3, Figure 4, and Figure 5.

Attendees who register after the start of a Zoom Webinar are called “late attendees”. Late attendees have to register before they can join a Zoom Webinar that is in progress. Late attendees skip the steps shown in Figure 1 and Figure 2, and they have to complete the registration steps shown in Figure 3, Figure 4, and Figure 5.

## Your Action (Early attendees only)

- Open “My Webinar Confirmation” email message sent by Zoom after registering for the 2022 triennial review of state surface water quality standards.

## Zoom Response

- *Zoom invites you to join the webinar.*

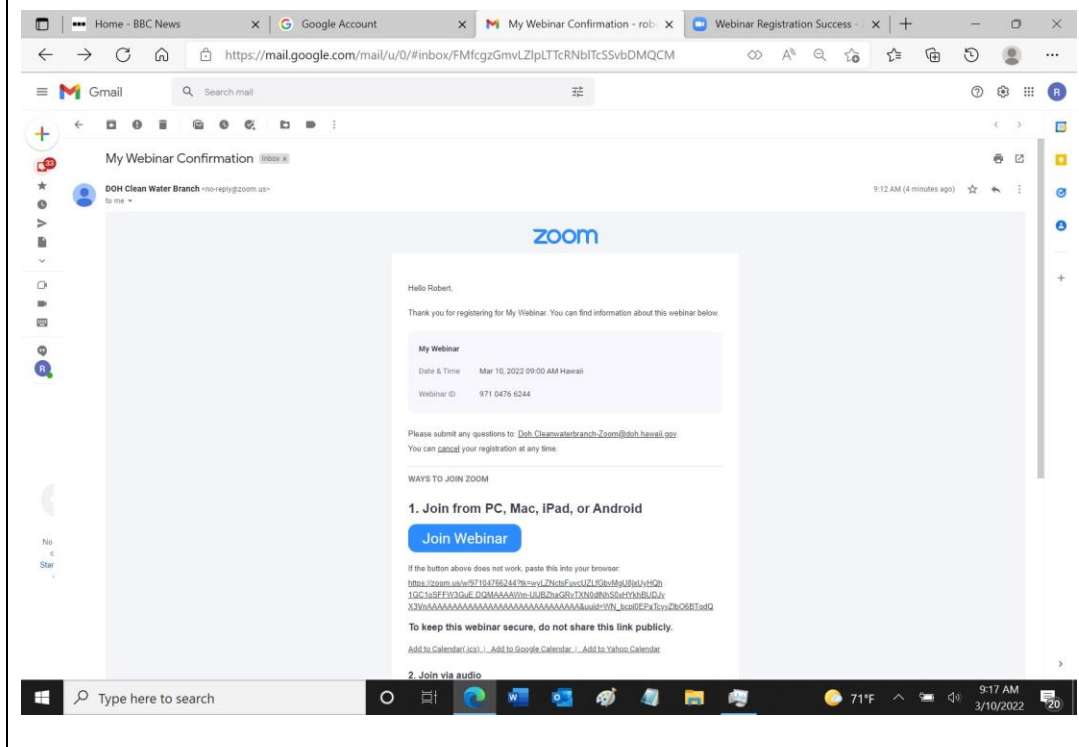


Figure 1. Join by computer | Open confirmation (Early attendees only)

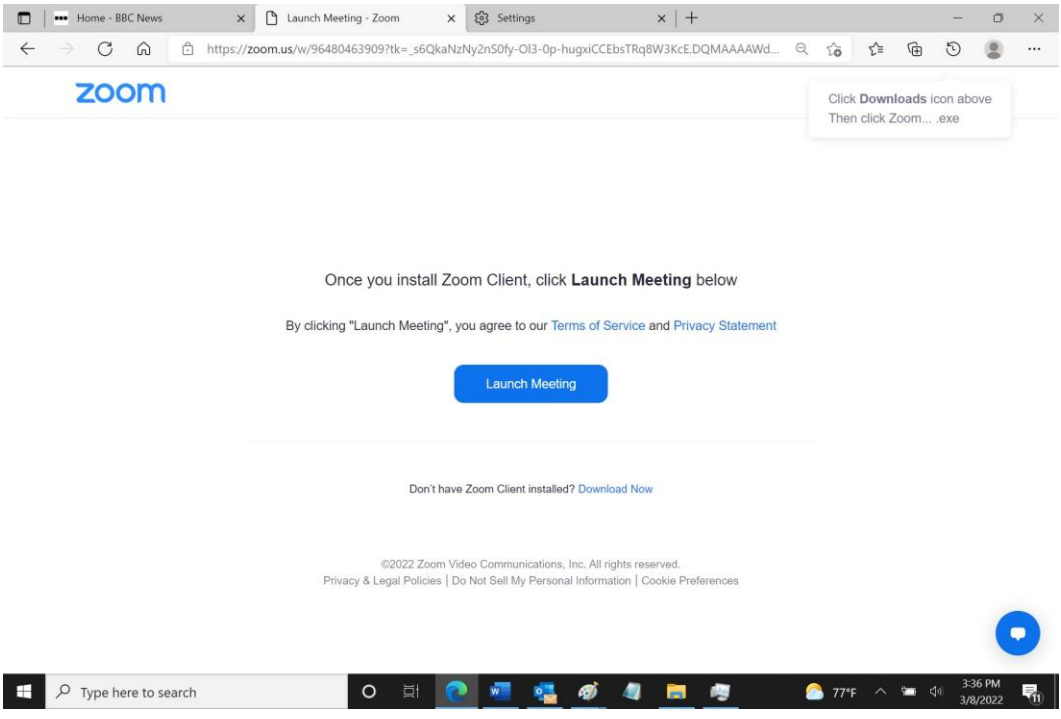

<p align="center"><b>Your Action (<u>Early attendees only</u>)</b></p> <ul style="list-style-type: none"> <li>Click <b>Join Webinar</b> in “My Webinar Confirmation” email message.</li> <li><u>Skip the registration steps shown in Figure 3, Figure 4, and Figure 5.</u></li> </ul>
<p align="center"><b><i>Zoom Response</i></b></p> <ul style="list-style-type: none"> <li><i>Zoom requests that you launch the meeting.</i></li> <li><i>By default, Zoom automatically downloads the Zoom Client.</i></li> <li><i>By default, Zoom does not display the <a href="#">Join from Your Browser</a> link.</i></li> </ul>  <p>The screenshot shows a web browser window with the Zoom URL. The page has the Zoom logo at the top left. A tooltip on the right says 'Click Downloads icon above Then click Zoom... .exe'. The main content area says 'Once you install Zoom Client, click <b>Launch Meeting</b> below' and 'By clicking "Launch Meeting", you agree to our <a href="#">Terms of Service</a> and <a href="#">Privacy Statement</a>'. There is a large blue 'Launch Meeting' button. Below it, a link says 'Don't have Zoom Client installed? <a href="#">Download Now</a>'. At the bottom, there is copyright information: '©2022 Zoom Video Communications, Inc. All rights reserved. Privacy &amp; Legal Policies   Do Not Sell My Personal Information   Cookie Preferences'. The Windows taskbar is visible at the bottom of the browser window.</p>

Figure 2. Join by computer | Select link (Early attendees only)

**Your Action (Late attendees only)**

- Open browser.
- Type the web address <https://zoom.us/join>.
- Press .

***Zoom Response***

- *Zoom requests that you enter the meeting ID.*

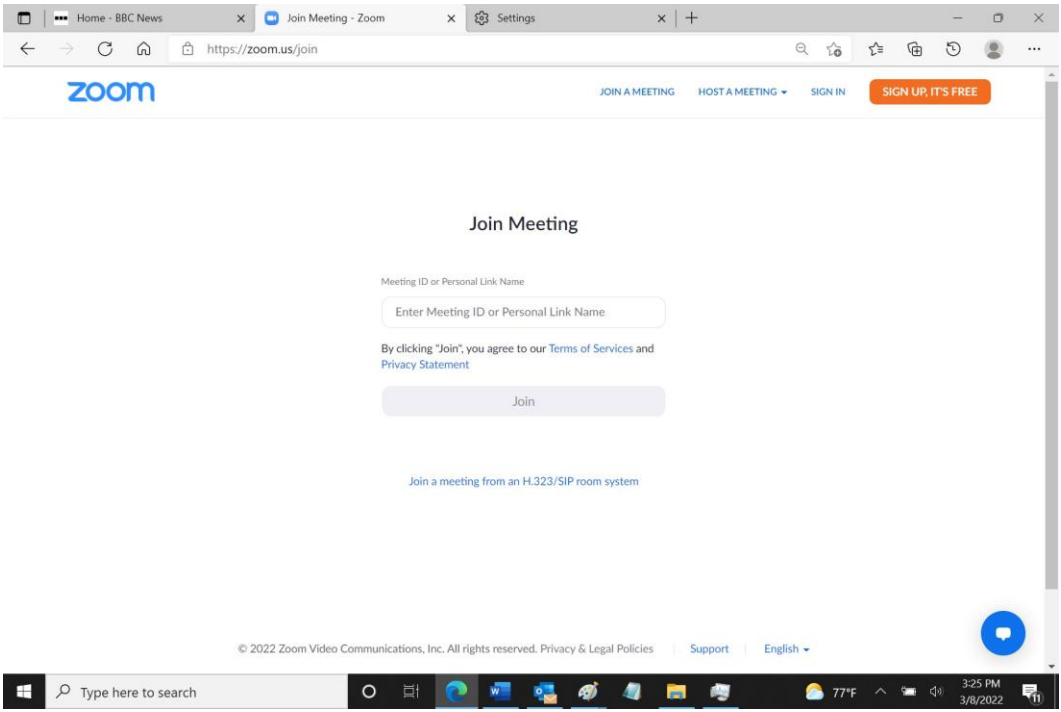


Figure 3. Join by computer | Open Zoom (Late attendees only)

**Your Action (Late attendees only)**

- Enter the Meeting ID 989 7923 7252 for the 2022 triennial review of state surface water quality standards.
- Click Join.

***Zoom Response***

- *Zoom requests that you complete the webinar registration form.*

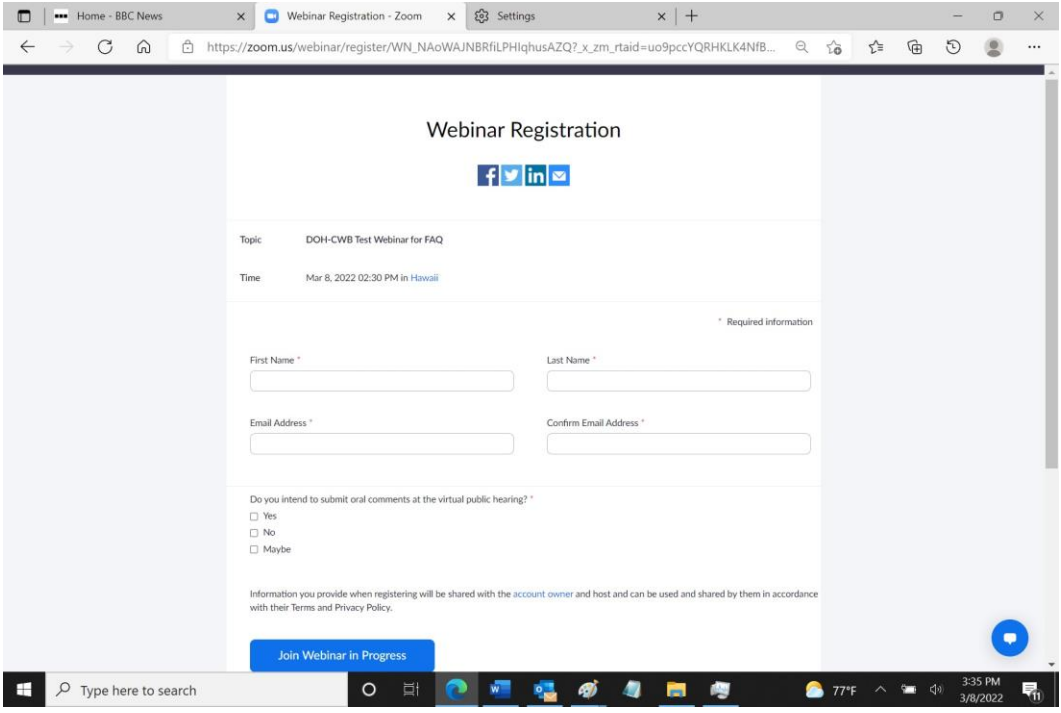


Figure 4. Join by computer | Enter meeting ID (Late attendees only)

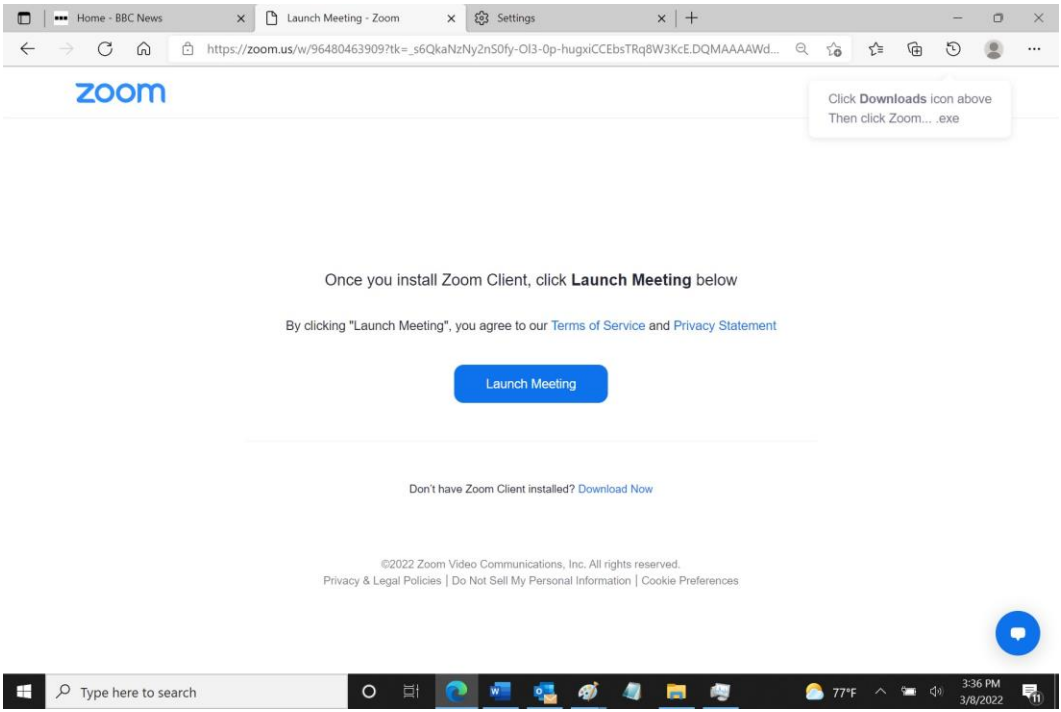
Your Action ( <u>Late attendees only</u> )	
<ul style="list-style-type: none"> <li>▪ Enter full name and email address.</li> <li>▪ Re-enter email address for confirmation purposes.</li> <li>▪ Answer the question about submitting oral comments.</li> <li>▪ Click <span>Join Webinar in Progress</span> to join a Zoom Webinar that is in progress.</li> </ul>	
Zoom Response	
<ul style="list-style-type: none"> <li>▪ <i>Zoom requests that you launch the meeting.</i></li> <li>▪ <i>By default, Zoom automatically downloads the Zoom Client.</i></li> <li>▪ <i>By default, Zoom does not display the <a href="#">Join from Your Browser</a> link.</i></li> </ul>	 <p>The screenshot shows a web browser window with the Zoom URL. The page displays the Zoom logo at the top left. A tooltip on the right says 'Click Downloads icon above Then click Zoom... .exe'. The main content area says 'Once you install Zoom Client, click <b>Launch Meeting</b> below' and 'By clicking "Launch Meeting", you agree to our <a href="#">Terms of Service</a> and <a href="#">Privacy Statement</a>'. A large blue 'Launch Meeting' button is centered. Below it, a link says 'Don't have Zoom Client installed? <a href="#">Download Now</a>'. The footer contains copyright information: '©2022 Zoom Video Communications, Inc. All rights reserved. Privacy &amp; Legal Policies   Do Not Sell My Personal Information   Cookie Preferences'. The Windows taskbar is visible at the bottom with the search bar and system tray showing 77°F and 3:36 PM on 3/8/2022.</p>

Figure 5. Join by computer | Complete registration (Late attendees only)


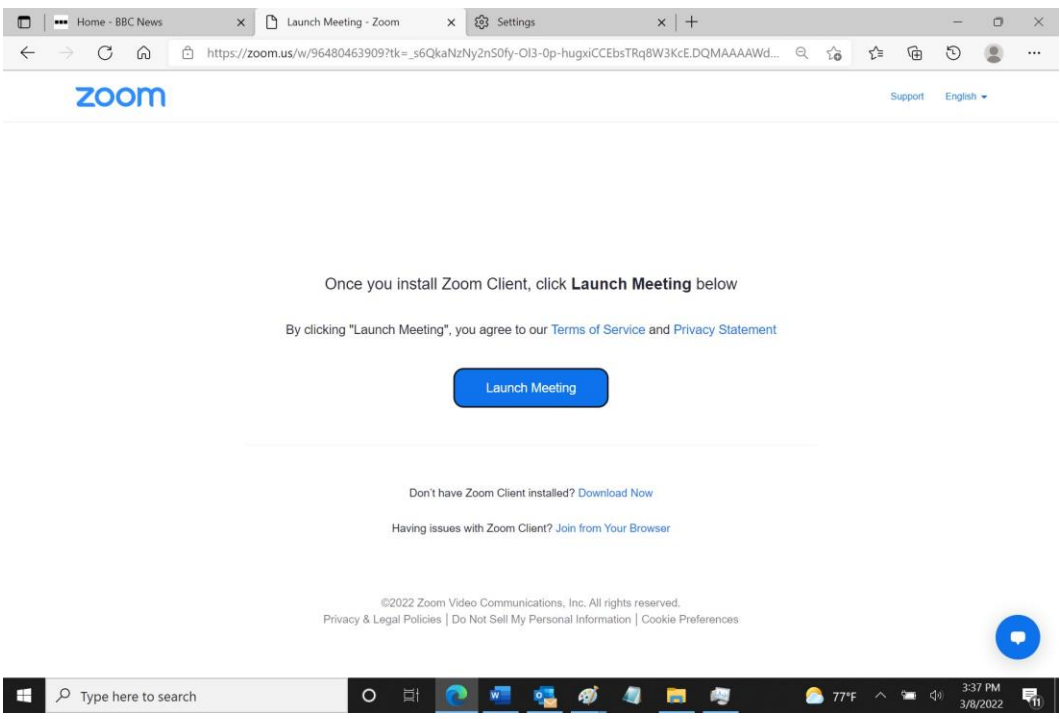
Your Action	
<ul style="list-style-type: none"> <li>Do not install the downloaded Zoom Client to join meetings.</li> <li>Join meetings from browser.</li> <li>Click  to display the <a href="#">Join from Your Browser</a> link.</li> </ul>	
Zoom Response	
<ul style="list-style-type: none"> <li>Zoom displays the <a href="#">Join from Your Browser</a> link below the <a href="#">Download Now</a> link.</li> </ul>	 <p>The screenshot shows a web browser window with the Zoom URL. The page content includes the Zoom logo, a message about installing the Zoom Client, a 'Launch Meeting' button, and a link to 'Download Now' for users who don't have the client installed. At the bottom, there is a link to 'Join from Your Browser' for users having issues with the client. The Windows taskbar is visible at the bottom of the browser window.</p>

Figure 6. Join by computer | Join from browser

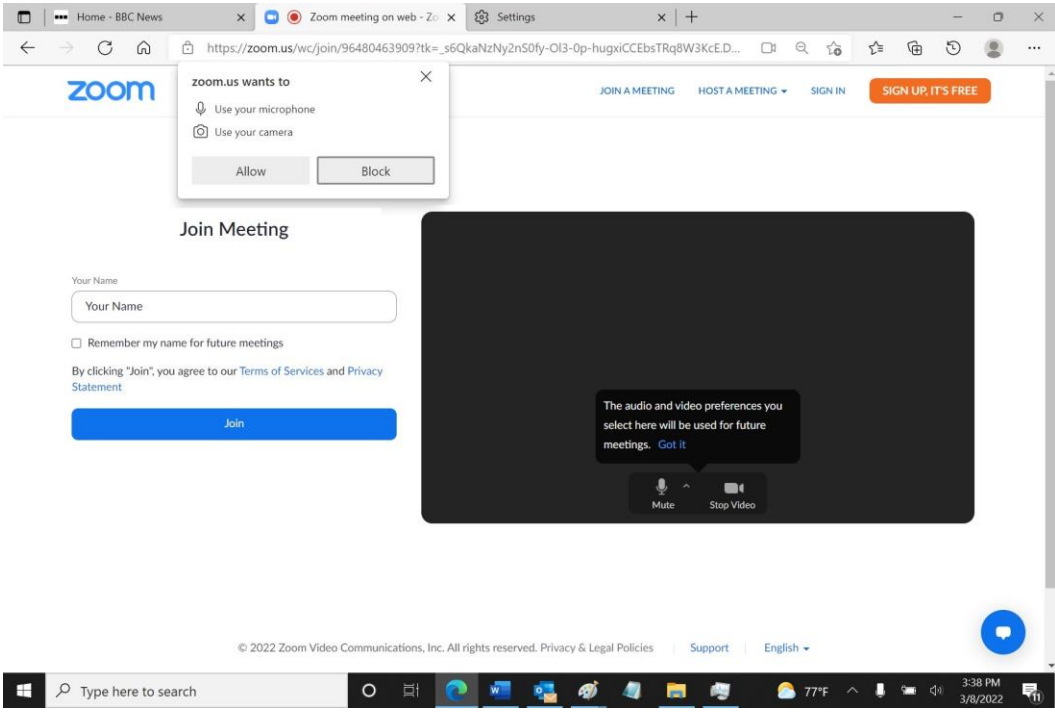
<p align="center"><b>Your Action</b></p>
<ul style="list-style-type: none"> <li>Click the <a href="#">Join from Your Browser</a> link to join the 2022 triennial review of state surface water quality standards from a computer.</li> </ul>
<p align="center"><b><i>Zoom Response</i></b></p>
<ul style="list-style-type: none"> <li><i>Zoom wants you to allow or to block the use of the microphone and the camera of your computer.</i></li> </ul>  <p>The screenshot shows a web browser window with the Zoom website. A permission dialog box is open, asking for access to the microphone and camera. The dialog has two buttons: 'Allow' and 'Block'. In the background, the 'Join Meeting' form is visible, including a text input for 'Your Name', a checkbox for 'Remember my name for future meetings', and a blue 'Join' button. A dark overlay on the right side of the page contains the text: 'The audio and video preferences you select here will be used for future meetings. <a href="#">Got it</a>'. At the bottom of the page, there are links for 'Privacy &amp; Legal Policies', 'Support', and 'English'. The Windows taskbar is visible at the very bottom of the browser window.</p>

Figure 7. Join by computer | Allow or block use of microphone and camera

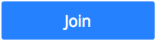

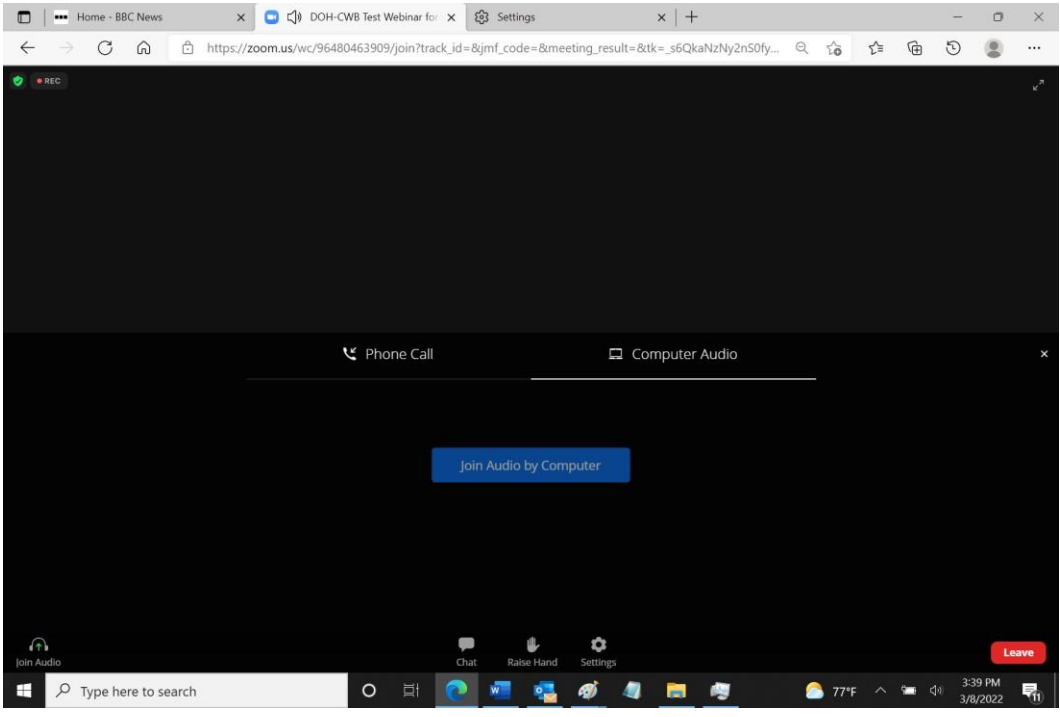
Your Action
<ul style="list-style-type: none"> <li>▪ Allow the use if computer is equipped with a microphone and a camera.</li> <li>▪ Do not select the “Remember my name for future meetings” option.</li> <li>▪ Click .</li> </ul>
Zoom Response
<ul style="list-style-type: none"> <li>▪ <i>Zoom requests that you select what you use to listen and speak during the webinar.</i></li> <li>▪ <i>By default, Zoom selects  Computer Audio (as shown in the screenshot below).</i></li> </ul>
 <p>The screenshot shows a web browser window with the URL <a href="https://zoom.us/jc/96480463909/join?track_id=&amp;jmf_code=&amp;meeting_result=&amp;tk=s6QkaNzNy2nS0fy...">https://zoom.us/jc/96480463909/join?track_id=&amp;jmf_code=&amp;meeting_result=&amp;tk=s6QkaNzNy2nS0fy...</a>. The main content area is dark with a 'REC' indicator in the top left. Below the main area, there are two options: 'Phone Call' and 'Computer Audio'. The 'Computer Audio' option is selected, and a blue button labeled 'Join Audio by Computer' is visible. At the bottom, there is a toolbar with icons for 'Join Audio', 'Chat', 'Raise Hand', 'Settings', and a red 'Leave' button. The Windows taskbar is visible at the very bottom, showing the search bar and system tray with the time 3:39 PM on 3/8/2022.</p>

Figure 8. Join by computer | Select audio





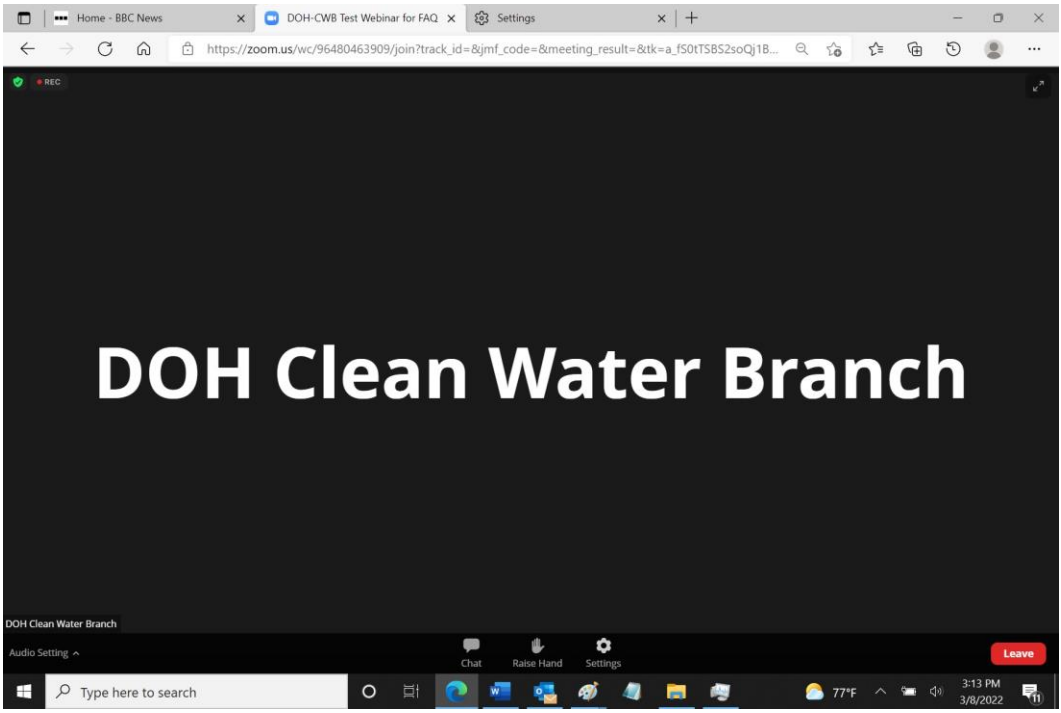
<p align="center"><b>Your Action</b></p>
<ul style="list-style-type: none"> <li>▪ Accept  <b>Computer Audio</b> if computer is equipped with speakers (or headphones) and a microphone then click .</li> <li>▪ Select  <b>Phone Call</b> if computer is not equipped with either speakers (or headphones), or a microphone then click .</li> </ul>
<p align="center"><b>Zoom Response</b></p>
<ul style="list-style-type: none"> <li>▪ <i>Zoom displays the webinar for the 2022 triennial review of state surface water quality standards.</i></li> <li>▪ <i>By default, Zoom mutes your microphone, stops your video recording, and lowers your virtual hand when you join the webinar.</i></li> </ul>


Figure 9. Join by computer | Join public hearing

<p style="text-align: center;"><b>Your Action</b></p>
<ul style="list-style-type: none"> <li>▪ Raise virtual hand if you want to speak to the Hearings Officer.</li> <li>▪ Wait for the Hearings Officer to call you.</li> </ul>
<p style="text-align: center;"><b><i>Zoom Response</i></b></p>
<ul style="list-style-type: none"> <li>▪ <i>When your name is called, your virtual hand is lowered and Zoom prompts you to unmute your microphone.</i></li> </ul>

The screenshot shows a Zoom webinar window. The browser tabs at the top include 'Home - BBC News', 'DOH-CWB Test Webinar for...', and 'Settings'. The address bar shows a Zoom URL. The main video area is dark with the text 'DOH Clean Water Branch' in large, light gray letters. A white dialog box is centered on the screen with the title 'The host would like you to speak'. Below the title, it says: 'If you choose to unmute, others in the webinar will be able to hear you. If the host or panelists decide to record, livestream, or archive the webinar after you unmute, your voice will be included.' At the bottom of the dialog are two buttons: 'Unmute' (in blue) and 'Stay Muted' (in gray). At the bottom of the Zoom window, there is a toolbar with icons for 'Unmute', 'Chat', 'Raise Hand', 'Settings', and a red 'Leave' button. The Windows taskbar is visible at the very bottom, showing the search bar and various application icons.

Figure 10. Join by computer | Raise virtual hand

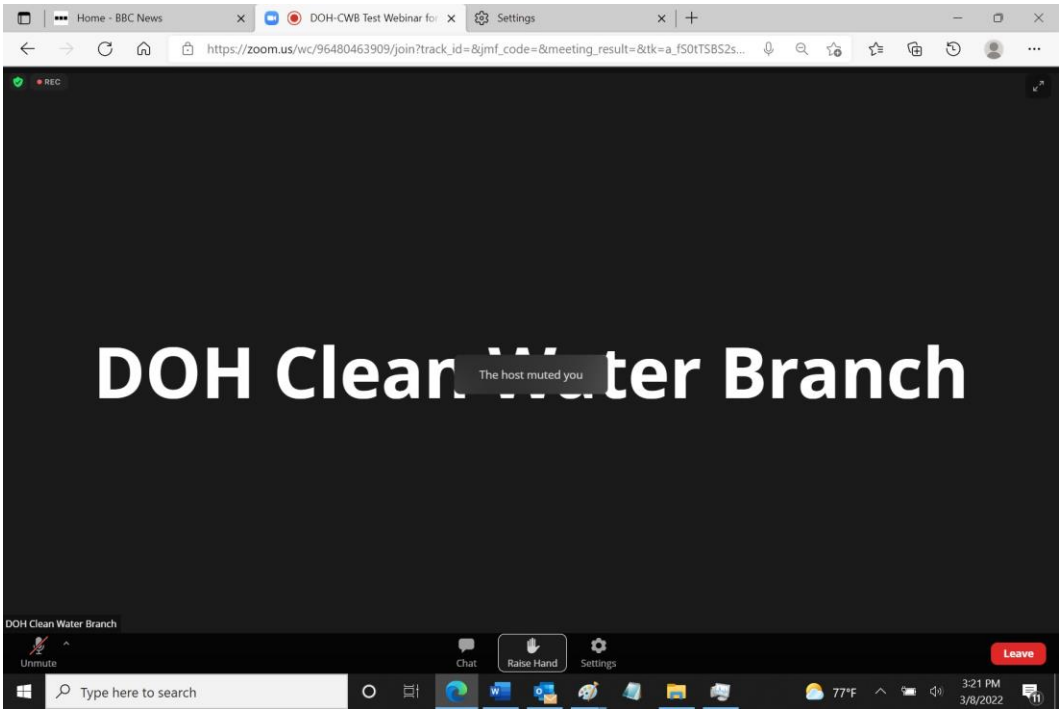

<b>Your Action</b>
<ul style="list-style-type: none"> <li>▪ <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Unmute</span> microphone.</li> <li>▪ Speak to the Hearings Officer.</li> </ul>
<b><i>Zoom Response</i></b>
<ul style="list-style-type: none"> <li>▪ <i>When you are done speaking, Zoom informs you that your microphone is muted.</i></li> </ul>
 <p>The screenshot shows a web browser window with a Zoom meeting. The address bar shows a Zoom URL. The main video area is black with the text "DOH Clean Water Branch" in white. A small grey box in the center of the video area says "The host muted you". At the bottom, there is a Zoom toolbar with buttons for "Unmute", "Chat", "Raise Hand", "Settings", and "Leave". The Windows taskbar is visible at the very bottom.</p>

Figure 11. Join by computer | Unmute microphone

Your Action
<ul style="list-style-type: none"><li>Open the Chat box.</li><li>Type message.</li><li>Press .</li><li>Chat with the hosts and panelists only.</li></ul>
Zoom Response
<ul style="list-style-type: none"><li><i>Zoom displays your messages in the Chat box.</i></li></ul>

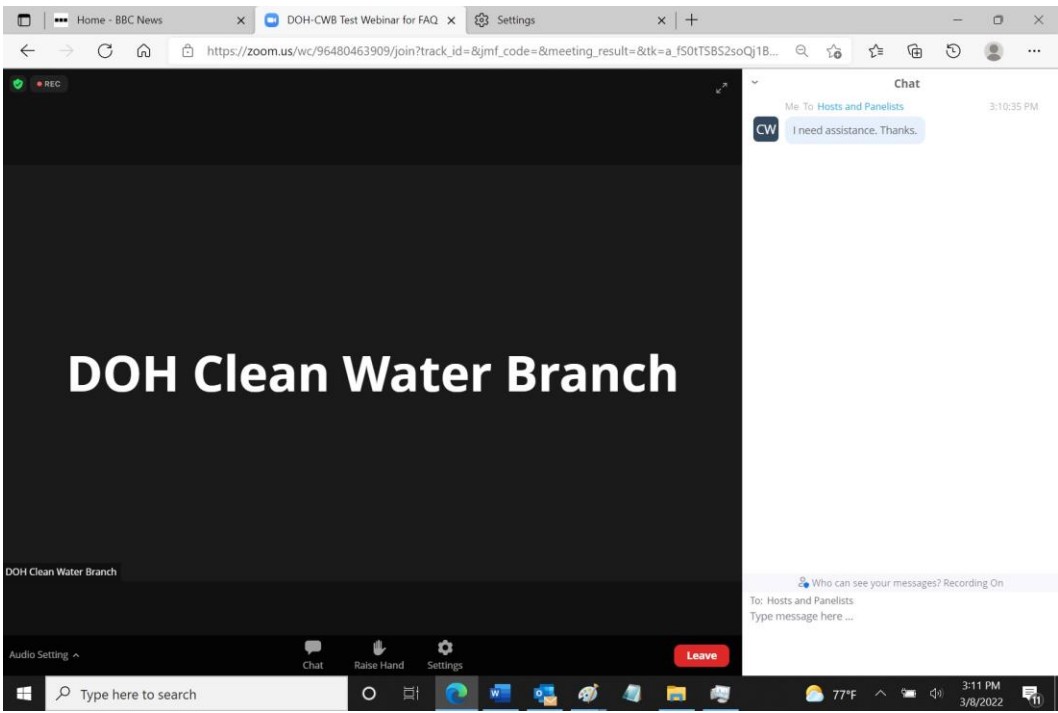


Figure 12. Join by computer | Type chat message

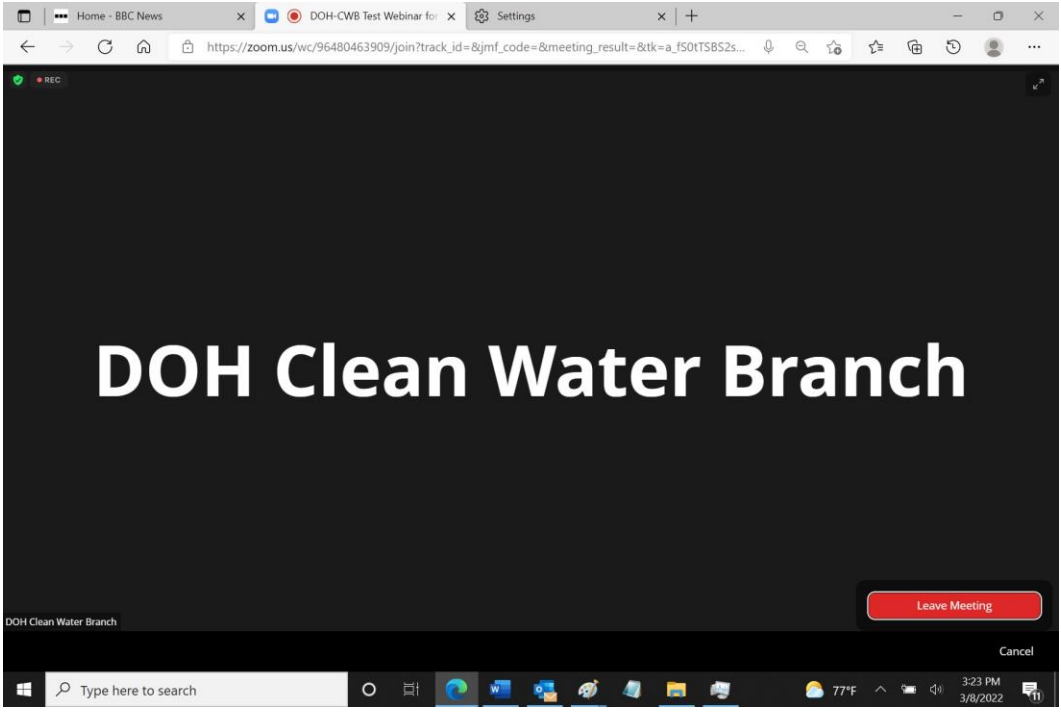
<b>Your Action</b>
<ul style="list-style-type: none"><li>Click <b>Leave</b> to exit the Zoom Webinar.</li></ul>
<b>Zoom Response</b>
<ul style="list-style-type: none"><li><i>Zoom wants you to confirm exiting the webinar.</i></li></ul> 

Figure 13. Join by computer | Request exit meeting

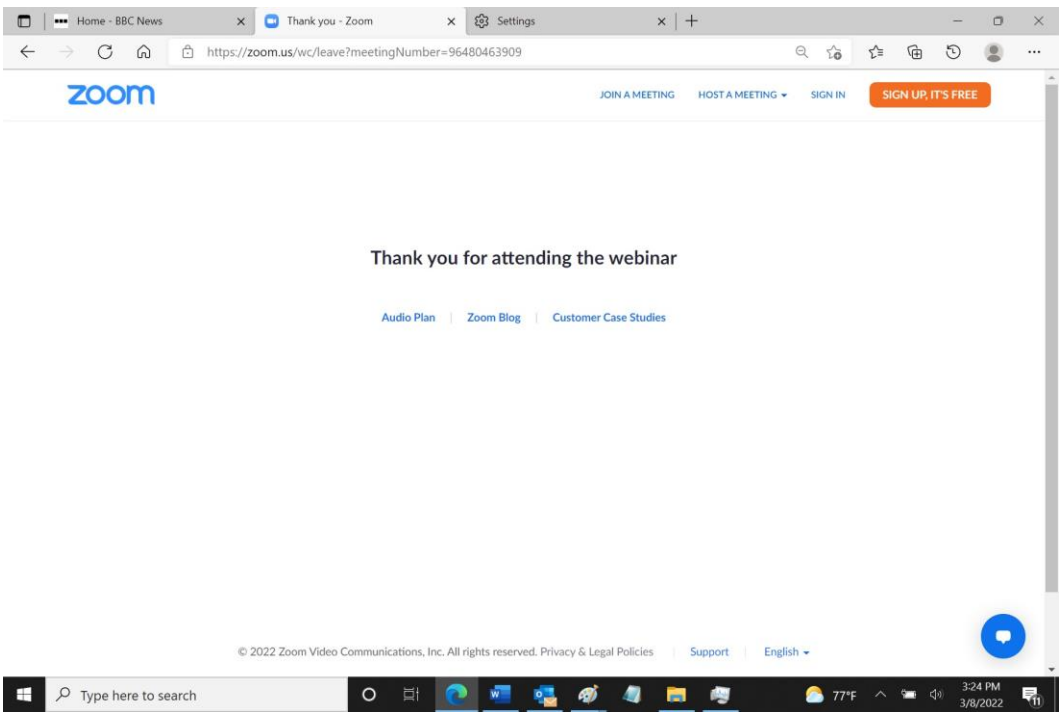
Your Action	
<ul style="list-style-type: none"><li>Click <b>Leave Meeting</b> to confirm exiting the Zoom Webinar.</li><li>Click <b>Cancel</b> to return to the Zoom Webinar.</li></ul>	
Zoom Response	
<ul style="list-style-type: none"><li><i>If you confirm, Zoom thanks you for attending the webinar.</i></li></ul>	

Figure 14. Join by computer | Confirm exit meeting

### III. JOIN BY PHONE

It is possible to join Zoom Webinars by using a phone. It is recommended to use a phone to listen to Zoom Webinars when a computer is not equipped with speakers (or headphones). It is also recommended to use a phone to participate in Zoom Webinars when a computer is not equipped with a microphone.

Figure 15 lists the steps to join Zoom Webinars by phone. The steps shown in Figure 15 are applicable to both early and late attendees.

<b>Your Action</b>	<b>Zoom Response</b>
Dial 1 669 900 9128 to reach Zoom.	<i>Welcome to Zoom. Enter your meeting ID followed by #.</i>
Enter 989 7923 7252 # to join the 2022 triennial review of state surface water quality standards.	<i>Enter your participant ID followed by #. Otherwise, just press # to continue.</i>
Press # since it is not necessary to enter a participant ID.	<i>You have joined a meeting as an attendee and will be muted throughout the meeting.</i>
Press *9 to raise hand and wait for the Hearings Officer to call you.	<i>Your hand has been raised.</i>
(When your phone number is called, you are prompted to unmute yourself.)	<i>The host would like you to unmute your microphone. You can press *6 to unmute.</i>
Press *6 to unmute yourself and speak to the Hearings Officer.	<i>You are unmuted.</i>
(When you are done, you are muted.)	<i>You are muted.</i>
Hang up to exit the public hearing.	<i>(None.)</i>
Hang up and dial 808 586 4309 to “chat” with the Clean Water Branch if you need assistance.	<i>(None.)</i>

Figure 15. Join by phone | List of actions